

Office Memorandum •

UNITED STATES GOVERNMENT

CONFIDENTIAL

TO : All Payment Clerks

DATE: 22 December 1947

FROM : Payroll Section, Fiscal Division *HL*

SUBJECT: Addresses on Withholding Tax Returns - Forms W-2

Personnel File
100

In order to assist the Payroll Section, Fiscal Division in the forwarding of Internal Revenue Tax Forms W-2 to correct addresses, it is requested that the Payment Clerks obtain from the employees shown on the attached list their present address.

In addition it is necessary that the city and/or state in which the employee claims legal residence be obtained, to permit this office to forward a copy of the Form W-2 to the respective states for state income tax purposes.

The information requested must be typed on the attached and returned to the Payroll Section, Fiscal Division no later than close of business 30 December 1947.

Your cooperation in assisting us in properly and promptly preparing the Income Tax Withholding Statements is appreciated.

25X1A Submitted 29 Dec. 1947 the addresses of

Lawrence R. Houston

25X1 Walter L. Pforzheimer

25X1 John S. Warner

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